



## Civil Service Commission Application for Employment

Please read important instructions before you fill out this form.

1. All items must be filled in. If you answer any questions with a Yes, you must provide an explanation.
2. War Veteran's Preference: If you claim War Veteran's Preference, you must submit a copy of your Discharge Form (DD-214) by the closing date for filing applications. If this information is not received before the closing date, your claim for Veteran's Preference cannot be allowed. If you claim Disabled Veteran's Preference, you must submit a letter certifying your disability from the Veteran's Administration by the closing date.
3. Education Information: All schools and courses attended must be detailed, including dates of attendance. *At the discretion of the Civil Service Commission, copies of diplomas, certificates received or transcripts of grades may be required.*
4. Work Experience: All employment must be detailed especially Dates of Employment and Reasons for Leaving. Any experience relevant to the position you are applying for must be detailed. This includes service on commission organizations, volunteer work, etc., even if this was not employment for pay.
5. Resumes: All resumes will be used in conjunction with this application form.
6. A fee of \$10.00 will be charged for each application. The required fee, either a certified bank check cash or money order, must be submitted upon submission of the application. Applications sent by mail must be accompanied by a certified bank check or money order payable to the City of Danbury. Write the position you are applying for on your certified bank check or money order. Do not send cash or a personal check. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only if you are clearly qualified.
7. Application Fee waiver: A filing fee is not charged if you are receiving public assistance from the State of Connecticut, or if a candidate's income falls below the federal poverty levels. A written request for a waiver must be made to the Civil Service Commission, 155 Deer Hill Avenue, Danbury, CT, 06810. To have the fee waived, you must submit either a copy of your current benefit card (State of Connecticut Department of Social Services identification card) or your W-2 Statement of Earnings for the year. You must indicate your Social Security Number and/or Examination Number (if applicable) on the front of the benefit card copy or on the copy of your W-2 Statement of Earnings.

*If you have left out any relevant experience, or if the information requested is incomplete or unclear, this may result in rejection from consideration for the position applied for.*

Have you enclosed all forms?

Have you signed your application?

Did you include your application fee?

Please make sure all information is complete.



CITY OF DANBURY  
Civil Service Commission  
155 Deer Hill Avenue  
Danbury, CT 06810

## APPLICATION FOR EMPLOYMENT

(PLEASE PRINT)

Do not write in this space:	APPR	DIS	REV BY	REASON FOR DISAPPROVAL 1. Lack of exp.      3. Late 2. Length of exp.    4. Lack spec. exp.    5. Length spec. exp. 6. Other (specify)	EXAM NO.
-----------------------------	------	-----	--------	---	----------

NAME: \_\_\_\_\_  
LAST FIRST MIDDLE

ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP

TELEPHONE NUMBER(S): \_\_\_\_\_ ARE YOU A U.S. CITIZEN? \_\_\_\_\_

POSITION DESIRED: \_\_\_\_\_

ARE YOU A CURRENT CITY OF DANBURY EMPLOYEE? \_\_\_\_\_

IF YES, POSITION AND CITY DEPT.: \_\_\_\_\_

HAVE YOU FILED AN APPLICATION FOR OTHER CITY OF DANBURY EXAMINATIONS? If yes, list positions previously applied for below.

HAVE YOU EVER BEEN CONVICTED OF ANY LAW VIOLATION INCLUDING MILITARY OFFENSES? Failure to answer may result in disqualification.

HAVE YOU EVER BEEN INVOLUNTARILY SEPARATED FROM EMPLOYMENT, EXCEPT FOR LAYOFF DUE TO LACK OF WORK?

DO YOU CLAIM WAR VETERANS' PREFERENCE? (5 points – The veteran must have been honorably separated from military service.)\*

DO YOU CLAIM DISABLED VETERANS' PREFERENCE? (10 points)\*\*

**\*NOTE: PROOF OF RIGHT TO VETERANS' PREFERENCE POINTS (DD-214) SHOULD BE SUBMITTED AT THE TIME OF FILING APPLICATION. ANY VETERAN WHO SERVED IN THE ARMED FORCES OF THE UNITED STATES (i.e., UNITED STATES ARMY, NAVY, MARINE CORPS, COAST GUARD AND AIR FORCE) DURING TIME OF WAR AND WAS HONORABLY DISCHARGED FROM, OR RELEASED UNDER HONORABLE CONDITIONS FROM ACTIVE SERVICE MAY BE ELIGIBLE FOR VETERANS' CREDIT. TIME OF WAR PERIODS INCLUDE: 12/07/41 TO 12/31/47; 06/27/50 TO 01/31/55; 07/01/58 TO 11/01/58; 02/28/61 TO 07/01/75; 09/29/82 TO 03/30/84; 10/25/83 TO 12/15/83; 02/01/87 TO 07/23/87; 12/20/89 TO 01/31/90; AND 08/02/90 TO THE PRESENT. POINTS DO NOT APPLY TO PROMOTIONAL EXAMS.**

**\*\*POINTS ARE AWARDED ONLY TO A PASSING EARNED SCORE AND ONLY FOR "ORIGINAL APPOINTMENT."**

EDUCATION	NAME AND LOCATION OF SCHOOL	YEARS ATTENDED	GRADUATED	SUBJECT STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS, CORRESPONDENCE SCHOOL				

U.S. MILITARY OR NAVAL SERVICE		RANK		
PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES				

**FORMER EMPLOYERS (LIST BELOW LAST 3 EMPLOYERS STARTING WITH LAST ONE FIRST)**

Length of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_

Position Held: \_\_\_\_\_ Company Name & Address: \_\_\_\_\_

Name & Title of Supervisor: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Duties:

Reason for Leaving: \_\_\_\_\_

Length of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_

Position Held: \_\_\_\_\_ Company Name & Address: \_\_\_\_\_

Name & Title of Supervisor: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Duties:

Reason for Leaving: \_\_\_\_\_

Length of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_

Position Held: \_\_\_\_\_ Company Name & Address: \_\_\_\_\_

Name & Title of Supervisor: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Duties:

Reason for Leaving: \_\_\_\_\_

I certify that the statements made by me on this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misrepresentation or omission of facts requested in this application, it is cause for dismissal or disqualification and to such other positions as may be prescribed by law or Civil Service Regulations.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



CITY OF DANBURY  
CIVIL SERVICE COMMISSION  
COMPLIANCE INFORMATION

The following information is required for compliance with government selection requirements and for EEO reports. Effects on Nondisclosure: Providing the information requested on this form is voluntary. This information will have no effect on hiring decisions.

1. Your Name: \_\_\_\_\_
2. Job Applied For: \_\_\_\_\_
3. Sex: Male \_\_\_\_\_ Female \_\_\_\_\_

ETHNIC SELF-IDENTIFICATION

Are you Hispanic, Latino, or of Spanish origin? (Definition: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

Yes \_\_\_\_\_ No \_\_\_\_\_

RACE SELF-IDENTIFICATION

Please read the descriptions below. Mark one or more races to indicate what you consider yourself to be.

- ☐ American Indian or Alaskan Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- ☐ Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- ☐ Black or African-American – A person having origins in any of the black racial groups of Africa.
- ☐ Native Hawaiian – A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- ☐ White – A person having origins in any of the original peoples of Europe, the Middle East or North America.